

# **Business Due Diligence**

**SAMPLE REPORT**

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## Introduction

Identification of scope of work is discussed here.

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## Executive Summary

Placed here is a narrative on the findings with a focus on noteworthy events.

## Business Information

Basic business data goes here for a quick company snapshot- locations, type of operations, contact info, etc.

## Business Filings

Incorporation and DBA filings as well as any licenses.

## Dun & Bradstreet

Depending on the need, a Comprehensive Report, Business Information Report or a Business Background report would be placed here. The differences in the reports are simply the level of details included. Any financial information is generally reported *by the company* to D&B.

## Experian

This focuses more on financial data, which is collected by third party sources and is deemed more reliable than D&B's financials.

## Business History

On site research of agencies like the Secretary of State and SEC as well as third party sources such as Moody's, Standard & Poor's, Capital Changes Reporter, Walkers Manual of Western Securities, California Manufacturer's Register, historic annual reports, etc. to determine mergers and acquisitions, divestitures and historic events. Holes in the data may require speaking to former employees and other knowledgeable people.

## **Real Property**

Searches of public records databases in areas where subject has a presence, helps show solvency.

## **Former Properties**

Based upon known areas where the subject has conducted business, a 50-year search of Grantee/Grantor Index at relevant county recorder offices. If prior ownership information is identified, then those sites will be researched back to time when acquired by the subject.

## **Court Filings**

Searches of public records databases in areas where subject has a presence, both criminal and civil. From databases. After review, the client may wish that the physical files be copied, and searches can be expanded to include company principals.

## **Adverse Filings**

Searches of public records databases in areas where subject has a presence, bankruptcies, liens & judgments.

## **Internet Presence**

Shows websites and context where subject is mentioned such as advertising, vendor listings, blogs, etc.

## **Internet Registration**

Information regarding the domain, including when registered, contact info, etc.

## **Website Information**

Information regarding products and services, locations, contacts, history, etc.

## **UCC Filings**

Any filings with the state regarding the subject being recorded as a debtor.

## **Specific Governmental Databases**

Depending on the type of company being investigated, agencies such as the USPTO, EPA, DTSC and SEC have online access to databases, which will be researched.

## **News Filings**

Databases of news articles dating back to the 1970s can be searched for any articles relating to the subject. From databases, but research can be expanded to newspapers such as Barons and Wall Street Journal that are indexed on microfiche.

## **Recommendations**

Specific tasks suggested to get additional information, or to get physical files referenced by database results.

## **Sources**

Databases, websites, agencies, archives, etc. that were used in the research of the subject.